Kentucky Department of Education
School-Based Decision Making

AUGUST 2012 E-MAIL for SBDM COORDINATORS

SBDM Coordinator Information: The monthly SBDM newsletter has officially retired. In its place will be e-mails specifically designed either for our SBDM trainers or our SBDM coordinators. As needed, you will receive an e-mail that will contain only information that you will need as an SBDM coordinator. The e-mail will include links to the SBDM Web page, where you can find further information.

SBDM Training Verifications: The process for submission of the SBDM council verification data has been updated. We have been working on various ways to streamline this process and make life a little easier on all of us. The SBDM council verification data will be entered through a Web application. Once you access the website, you will enter your data through a series of drop-down boxes and typing (in those areas without drop-down boxes).

All school council member verifications are to be entered into the Web application database by November 1. The Kentucky Department of Education (KDE) will be pulling reports from the Web application database periodically and checking to verify the progress of submission from districts. The direct link to the Web application database and to directions for submission is below.

If you have questions concerning the training verification form, please contact Judy Littleton.

- e-mail to SBDM Coordinators
- directions for completing the online verifications
- Web-based application link

Welcome: Laurie Cape joined KDE on August 1 as the new SBDM consultant. She primarily will be working with the training network, but is available to assist you in whatever is needed with school-based decision making. You can contact her at laurie.cape@education.ky.gov or at (502) 564-3791.

Phillip Daugherty is no longer at KDE. He has left us to pursue other employment opportunities. We wish him well and thank him for his two years of service at KDE.

AUGUST 2012 E-MAIL for SBDM TRAINERS

SBDM Trainer Information: The monthly SBDM newsletter has officially retired. In its place will be e-mails specifically designed either for our SBDM trainers or our SBDM coordinators. As needed, you will receive an e-mail that will contain only information that you will need as an SBDM trainer. The e-mail will include links to the SBDM Web page, where you can find further information.

SBDM Training Reminder: Once you have completed your training session, scan and submit the sign-in sheets to the [SBDM mailbox](). Please submit only the sign-in sheets, not the evaluations. We will be cross-referencing the sign-in sheets with the training verifications that are due November 1. Trainers should use only the EILA numbers beginning with 13 after July 1. If you have questions, please contact us.

SBDM Online for New Members: The SBDM training session for new members through [e-Learning]() has now closed. Plan B is in production; however, it is not ready at this time. All new member training until then must be in face-to-face sessions. Online training for experienced members can still be completed through KET EncycloMedia. For information on online options, check the [SBDM Training Web page](). Number 8 details the online services.

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